



Don H. Berg, Manager
Audits Division

**Idaho Legislative Services Office
Legislative Audits Division**

**LAVA HOT SPRINGS
FOUNDATION**

On December 11, 2009, the Legislative Services Office released a management report for Lava Hot Springs Foundation for fiscal years 2006, 2007, and 2008. The Foundation was contacted on April 21, 2010, and this report addresses how it has responded to the one finding and recommendation contained in that report.

FINDING 1

Travel vouchers are not prepared or documented as required.

We recommended that the Foundation comply with Idaho Code and State travel policies by requiring travelers to prepare vouchers that identify the travel itinerary, all costs associated with each trip, and the method of payment. Travel vouchers should identify all details of each trip, even if the traveler is not seeking any additional reimbursement. We also recommended that the Foundation follow State travel policies regarding allowable meals and mileage reimbursements, and that all required documents are attached to the travel voucher.

AUDIT FOLLOW-UP

Lava Hot Springs Foundation has adopted the travel policy and procedures as detailed by the State Controller's Office. It is now attaching all required documentation to the travel voucher. In addition, the Foundation has reviewed travel reimbursements for fiscal years 2006 through 2009, and has corrected errors in reimbursements.

STATUS – CLOSED